

X-7
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**SKILLS BANK REGISTRATION
OFFICE OF CAREER TRANSITION**

LAST: _____ FIRST: _____ MI _____ YEAR OF BIRTH _____
 GRADE: _____ TEL: H() _____; W() _____ Date: _____
 CONE: _____

NOTE: You must complete this form carefully and accurately if the program is to be successful. Please follow the instructions and print clearly.

A. EDUCATION

If you have a degree, enter the number of your major in the space:

PhD _____; MA/S _____; MBA _____; BA/S _____; Law _____; Other _____.

1.Engl; 2.Econ; 3.Bus; 4.PolSci; 5.Sci; 6.Fin; 7.His; 8.IntRel; 9.Other.

Comments, "other" data: _____

B. OVERSEAS ASSIGNMENTS

Indicate your last FIVE overseas countries/areas; chronology is not important. The computer can process only one country/area in each regional column. If more than one of your last five are listed in the same column, circle the most important one and "Other". Put the additional country(ies), and/or countries not listed, in the spaces provided.

<u>AF</u>	<u>ARA</u>	<u>EAP</u>	<u>EUR</u>	<u>NEA</u>
1 Iv Coast	1 Argtna	1 China	1 Canada	1 N Africa
2 Kenya	2 Brazil	2 Indone	2 France	2 Mid E.
3 Liberia	3 Carrib	3 Japan	3 FRG	3 Gulf
4 Nigeria	4 Mexico	4 Korea	4 Italy	4 S Asia
5 Rep S.A.	5 Venez	5 Phillip	5 USSR	5 Saudi
6 Other	6 Other	6 Other	6 Other	6 Other

Other countries: _____

C. LANGUAGES

Circle the languages you believe you can, or could again, utilize at the level required for the work you seek. The evaluation is intentionally subjective. The question is whether you could deliver as promised.

ARAB; CHIN; FR; GER; IT; JAP; KOR; PORT; RUSS; SP;

Other: _____

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D. FUNCTIONAL EXPERIENCE

Be tough in appraising your skills, and indicate proficiency only where it is meaningful - and marketable. Our creditability, as well as yours, depends on our ability to deliver qualified candidates. For each category, insert the number of your (two) most significant skill(s) in the spaces provided, and circle any additional skills and/or Other, as appropriate.

REPORTING AND ANALYSIS: A. _____ B. _____

1.POL 2.ECON 3.POL/MIL 4.INR 5.LABOR. 6.OTHER

INTERNATIONAL PROGRAMS: A. _____ B. _____

1.INT ORG 2.CONULAR 3.REF/HA 4.SCI&TECH 5.NARC 6.OTHER

MANAGEMENT/ADMIN: A. _____ B. _____

1.PRO DIR 2.ADMN 3.INSP 4.GEN SVS 5.PERS 6.OTHER

INTERNATIONAL ECON: A. _____ B. _____

1.COMMERCE 2.INT FIN 3.FUELS/ENERGY 4.DEVEL 5.OTHER

EXTERNAL RELATIONS: A. _____ B. _____

1.PUB AFF 2.CONG REL 3.TEACH 4.DIP IN RES 5.OTHER

SPECIALISTS: A. _____ B. _____

1.SY 2.COMMO 3.SECY 4.ADP SYS 5.B&F 6.OTHER

Other Skills: _____

E. EMPLOYMENT OBJECTIVES

Please answer IN PRINCIPLE: Do you seek a full-time second career, with all it implies, or would you prefer less than 12 mos/year or 40 hrs/week, i.e. part-time? If either one, circle both. Full-Time; Part-Time

What is the minimum salary you would accept? \$ _____ K

Would you be willing to: Travel? 1.Yes 2.No; Sell? 1.Yes 2.No

Leave DC? 1.Yes 2.No

Work in New York? 1.Yes 2.No; O'seas? 1.Yes 2.No

Do you know where you are going to settle (City/State)? _____

F. REMARKS

Job Preference: Consulting; Teaching; School Admin; Non-Profit; Public Relations; Pol/Econ Assessments; Intl Business; Intl Relations; Other _____

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License, Certificate, etc: _____

Comments: _____

Future address, and telephone: _____

Effective date _____

G. ASSIGNMENTS

Last ten only; most recent first. Where applicable, use Washington bureau/office indicators, and the functional designators in D, above. Entries must be brief and concise to be of use. Print clearly.

<u>Location</u>	<u>Dates (Years)</u>	<u>Job Title and Key Functions</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. ADDRESS

We can only reach you if we have your correct address. If you already have a future address, put it and the effective dates after Comments in Section F, above.

PER/CTR Recording Officer/Date _____

0050P